



# USAID | HONDURAS

FROM THE AMERICAN PEOPLE

Vacancy Announcement No. ST-FSN-52-14

**OPEN TO:** All interested candidates  
*(Ordinarily Resident applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).*

**FULL LEVEL OF PERFORMANCE:** FSN PSC – 12

**LOCATION OF POSITION:** Democracy and Governance Office (DG), Tegucigalpa, Honduras

**POSITION TITLE:** Project Management Specialist (Rule of Law)

**OPENING DATE:** August 15, 2014

**CLOSING DATE:** August 29, 2014

**WORK HOURS:** Monday through Friday (40 hours per week)

**SALARY:** Compensation will be in accordance with the Local Compensation Plan (LCP).  
In addition to a generous benefits package, monetary compensation ranges from L. 733,559.00 to L. 1,247,047.00 per year.

**BASIC FUNCTION:**

The employee serves as the Project Management Specialist and principal expert and advisor within USAID/Honduras' Democracy and Governance (DG) Office and the U.S. Embassy for democracy and governance activities. These activities address but are not limited to rule of law and human rights, good governance, political competition and consensus building, civil society, and crime prevention as it relates to good governance. The employee is responsible for technical assistance and coordination with senior and technical level governmental officials, non-governmental organizations (NGOs), professional associations, USAID implementing partners, and others. The employee maintains high level contacts with key governmental and civil society leaders, other donors, and counterparts in the U.S. Embassy, among others. The employee works under the supervision of the DG Deputy Office Director and supervises one Foreign Service National (FSN) Project Management Specialist.

**MAJOR DUTIES AND RESPONSIBILITIES:**

*This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other duties as assigned by the agency.*

1. Leads and manages democracy and governance elements based on a team approach as follows: **(40%)**
  - Leads Mission team and extended team (consisting of Mission staff, USAID partners, and counterparts) in implementation of democracy and governance activities, ensuring compliance with program objectives and timelines, and with U.S. Government (USG) laws, regulations, and policies;
  - Establishes and maintains technical and policy dialogue with senior and working level governmental contacts;
  - Oversees politically-sensitive activities of NGO partners;
  - Develops and drafts short and long-term planning documents such as strategic plans;
  - Writes complicated and long-term procurement documents such as scopes of work;
  - Prepares or supervises preparation of program documentation, including waivers, justifications, action memoranda, procurement documents, procurement, and financial plans;
  - Manages implementing partners, NGO partners, and Government of Honduras (GOH) counterparts to ensure implementation of USAID programs;
  - Exercises Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) responsibilities and supervisory COR/AOR responsibilities;
  - Prepares contributions for performance reports;
  - Plans, designs, implements, prepares, and contributes to evaluations, assessments, and audits of democracy and governance activities;
  - Tact, diplomacy, and discretion must be exercised since all work is performed in a politically sensitive and high stakes environment that may carry a risk of adverse publicity to the USG.

2. Provides technical leadership and serves as U.S. Embassy resource on specialized subjects, including but not limited to rule of law and human rights, good governance, political competition and consensus building, civil society, and crime prevention as it relates to good governance. Analyzes current events, trends, and patterns, and assesses threats and opportunities for USAID assistance. Provides detailed presentations at USAID, Embassy, donor and other fora. Presentations are in oral and written form, and involve briefings, advice, persuasion, and defense of USAID policy and program positions. Provides more frequent and less formal briefings to USAID and Embassy staff as requested. Remains current on covered subjects and advises, briefs, and modifies program activities accordingly. **(20%)**
3. Ensures coordination of activities and policy dialogue among international and bilateral donors; prepares and negotiates joint donor submissions; liaises with the governmental and civil society leaders to promote tripartite coordination; represents USAID in various fora and technical commissions. **(20%)**
4. Formal supervision of one FSN Project Management Specialist, ensuring his/her compliance with program objectives and USAID ethical and professional standards, and taking responsibility for his/her training and professional development. **(20%)**

#### **REQUIRED QUALIFICATIONS:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** University degree in law with a Master's degree in law, political science, or in the areas of social sciences or administration is required.

**Prior Work Experience:** A minimum of ten (10) years of experience in supporting governance, rule of law, legal reform, civil society organizations and advocacy, development assistance, or a related field is required. Of these ten (10) years, at least five (5) years of managerial experience is required, preferably in strategy development, project design, management, implementation, and monitoring.

**Language Proficiency** *(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):*

Level IV (fluency) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.

**Job Knowledge:** An advanced level of knowledge is required in the following areas: 1) Honduran laws, institutions, practices, and procedures, particularly in regard to criminal/civil law, constitutional law, electoral law, civil society development, transparency, and human rights; 2) Principles, concepts, and practices in the Rule of Law and best practices regionally and world-wide in comparative law and legal reform, as well as in electoral reform, civil society development, legislative and political party modernization, and implementing policy change; 3) Political, economic, social, and cultural environment in Honduras, particularly as it pertains to the justice/legal and civil society sectors; and 4) Mission strategies, policies, and regulations in program management, including programming, procurement, and financial matters.

**Skills and Abilities:** The incumbent will be required to have the following skills and abilities: Leadership skills and initiative to manage a complex program with minimum supervision, using a team-based approach. Ability to establish and maintain senior level contacts and technical dialogue with GOH officials, NGO partners, USAID implementing partners, and other partners and customers. Strong analytical abilities as applied to democracy, governance, and rule of law in the Honduran context and ability to transmit complex legal concepts and ideas to specialists and non-specialists in a clear and concise manner. Ability to advise, persuade, and advocate to senior USAID/US Embassy management and to technical staff on rule of law and human rights, good governance, political competition and consensus building, civil society, and crime prevention as it relates to good governance. Ability to perceive, anticipate, and adapt to changing political circumstances, to understand complex and politically sensitive USAID-GOH relationship, and to make program adjustments accordingly. Leadership/management/ communications skills to coordinate activities with other donors. Strong interpersonal and supervisory skills.

#### **ADDITIONAL SELECTION CRITERIA:**

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration

**TO APPLY:**

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

By Mail: Send to U.S. Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the U.S. Embassy, Post # 3, Avenida San Carlos.

Via Email: [TGGUSAID@state.gov](mailto:TGGUSAID@state.gov)

**POINT OF CONTACT:**

Human Resources Office

Attention: Claudia Tovar

Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

**CLOSING DATE FOR THIS POSITION: AUGUST 29, 2014**

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>  
for additional information and employment opportunities

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## Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (*OR*, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).
  - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or U.S. citizen who:
  - Is a local resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.
  - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).